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~~TOP SECRET~~

Executive for Administration and Management

26 May 1948

Assistant Director for Operations

Local Appointment of FBI Tokyo Employees

1. FBI Tokyo has been operating with the services of from 12 to 14 Japanese and foreign nationals assigned it from the SCAP labor office and paid by SCAP from funds chargeable to the cost of military occupation. The legitimacy of the FBI's position as a part of the occupation in this respect has now come under question at HQ, FBI, and it is believed that such services will be withdrawn at an early date.

## 2. It is therefore requested:

- a. That Chief, Tokyo Bureau, be authorized to appoint local residents in the same manner and under the same limitations as currently authorized for London and Mediterranean Bureaus.
- b. That T/O strength and personnel ceiling for each local appointee be set at 18, to provide for expansion of monitoring.
- c. That Chief, Tokyo Bureau, be authorized to certify a part of the salaries of foreign nationals, at his discretion, for payment in dollar credits to be used for purchase of commodities at the Foreign National Commissary or by mail order from the U. S. in conformity with regulations and restrictions imposed by occupation authorities.
- d. That salary scales for positions described in attachment be approved as given. Basis for recommended scales, together with an explanation of fiscal problems which have bearing on this recommendation and an outline of procedural details, are contained in memorandum from Chief, Tokyo Bureau, transmitted to Chief, Budget and Finance Branch, on 20 May 1948.

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cc: Addressee - Orig. & 1  
00/25 00-2Ret. Chief, FBI - 1  
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~~TOKYO~~

STAFF, QUALIFICATIONS, DUTIES, & COMPENSATION SALARY

ENGLISH LANGUAGE

Translator-monitors A Salary range — \$250 - \$300 per mo.

**Qualifications:** Must have an excellent command of written English and at least one foreign language. Must understand economic and political conditions in one country in particular and in the Far East in general. Must have some administrative ability and ability to direct and organize the work of other staff members. Must be able to type well.

**Description of Duties:** He shall carry out all monitoring transcribing and translating. Must be familiar with the variations in the word pronunciation of different languages in order to understand broadcast text under trying conditions of reception. He shall direct and supervise the work of lower rated translator-monitors. He will advise editors on the more detailed phases of conditions in a particular country. In case of emergency he will tune receivers and prepare and operate recorders. Must be able to use technical equipment incidental to monitoring.

Translator-monitors B Salary range — \$250 - \$300 per mo.

**Qualifications:** Must have excellent command of one foreign language and write good English. Must understand economic and political conditions in one country in particular and in the Far East in general. Must be able to type.

**Description of Duties:** He shall carry out all phases of monitoring, transcribing and translating probably being more proficient in some phases than others. He may specialize in one phase such as transcribing—but he may be called upon in case of emergency to carry out any detail of the overall operation. He may advise editors on detailed aspects of the conditions of a particular country. He may tune broadcast and operate recorders in an emergency.

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Translator-moniter-trainee: (probationary period - six months)  
\*110 - \$100 per month)

Qualifications: Must have excellent command of one foreign language and be able to write English which requires editing but not cross examination as to meaning of the text. Must understand economic social and political conditions of one country in particular and of the Far East in general. Must be able to type.

Description of Duties: He shall carry out those phases of the monitoring which are assigned by the chief monitor. This is essentially a trainee job during which the individual is watched for aptitude for the work and diligence in improving his techniques.

Monitoring technician-assistant: Salary range \*100 - \*210 per month

Qualifications: Must have practical knowledge of radio equipment and other technical equipment used in the monitoring operation. Must be familiar with oriental languages in order to identify broadcasting stations. Must be able to tune scheduled broadcasts and be familiar with broadcast bands in order to make a quick change to different wave lengths for better reception.

Description of Duties: He shall operate and be responsible for the mechanics of tuning and recording all programs. He shall perform minor repairs and within the limits of his skill keep all technical equipment in running order. He will be responsible for shaving and maintaining a supply of wax cylinders.

JAPANESE NATIONALS

Translator - Monitor: Monthly salary range - 8500 - 10,500 yen  
(Approximately \*170 - \*210)

Qualifications: (Same as Foreign Nationals)

Description of Duties: (Same as for Foreign Nationals)

Telephonist: 7000 - 9000 yen  
(Approximately \*140 - \*180 )

Qualifications: Must have some minimum knowledge of spoken English in order to receive instructions. Must have been through an English language typing school and know the roman alphabet.

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Description of Duties: She will type, with the minimum number of errors, all copy presented to her by editors. She will carry out the maintenance of the machine which is incidental to typing, that is, changing paper, ribbon and tape.

Hours: 8000 - 8000 yrs  
(Approximately 120 - 160)

Qualifications: (Same as teletypist)

Description of Duties: Shall type clean neat pages of all hand and typed copy which she may be called upon to accomplish.

~~CONFIDENTIAL~~ 100